

Public Safety Branch
Public Safety Group
Fire Series

FIRE DIVISION CHIEF

2/99 (JAS)

Summary

Under general direction, command resources and activities of an assigned staff division such as planning, airport support or emergency communications.

Typical Duties

Manage development and implementation of short and long range planning programs. Involves: conducting or directing field investigations, economic or public opinion surveys, demographic studies or other research to gather information to evaluate feasibility, cost-effectiveness and regulatory conformance of new and existing fire programs; reviewing plans and proposals submitted by other governmental planning commissions or private organizations to assist in formulation of overall regional plans; approving and submitting proposals considered feasible for management consideration and allocation of funds or department budget; developing and implementing methods and procedures for monitoring projects, such as expenditures records, research findings, progress reports, and staff conferences to inform management of status; evaluating results of overall operations, incorporating recommendations in development of alternative plans and presenting recommendations, including effects on operations and resources, and anticipated costs and benefits; preparing statistical charts and graphs.

Plan, organize, and control communication activities such as radio, telephone, computer aided or other dispatch services. Involves: developing and implementing long and short range goals and objectives; establishing emergency communication policies and methods; ensuring continuity of communication functions in emergency situations which includes assessing situation, rerouting incoming calls, selecting alternative dispatching means, and moving communication center to another location; investigating and resolving nonroutine operational, procedural and personnel problems and complaints; devising and implementing procedural improvements; reviewing and analyzing work records, activity, material and equipment reports, technical materials and related data to evaluate overall program performance; assuring employees maintain required state certifications.

Develop and direct telecommunications operations and equipment maintenance. Involves: planning capital improvements; researching and recommending equipment improvements and modifications; preparing plans, and developing specifications; overseeing equipment installation, arranging for preventive service and repair; renewing and modifying required licenses to comply with Federal Communications Commission regulations; developing standard operating procedures and user's manuals for department equipment.

Supervise assigned personnel directly or through subordinate chain of command. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform other command and administrative duties as required. Involves: remaining current with statutory requirements and professional standards; attending public safety committee related meetings; making presentations; reviewing and evaluating budget requests; preparing and administering operating and capital budget; preparing and presenting recurring or special financial, statistical and operating status and results reports to Fire Chief or other officials, as necessary, and maintaining related records; reviewing and monitoring contracts; testifying in court.

Minimum Qualifications

Training and Experience: Ten (10) years firefighting and fire prevention experience in the El Paso Fire Department, including two and one half (2½) years as a Captain (FS 5).

Knowledge, Abilities and Skills: Comprehensive knowledge of principles, methods, techniques and equipment of assigned function such as fire suppression, disaster response and recovery, hazardous materials handling or occupation safety and health compliance. Considerable knowledge of: principles, methods and techniques of communication systems and operation of related equipment such as trunked radio and data system, Computer Aided Dispatch (CAD) and E-911 systems; building construction; departmental policies, rules, regulations, and organization; conduct and attendance standards; collective bargaining agreement. Good knowledge of: management practices and procedures; research methods and statistics.

Ability to: analyze, develop and set program goals and objectives; plan and coordinate effective, efficient programs; develop and conduct training programs; make quick and accurate decisions in emergencies; firmly and

impartially exercise delegated authority to lead, motivate, train and evaluate assigned personnel; establish and maintain effective working relationships with fellow employees, officials and the general public; express oneself clearly and concisely, both orally and in writing.

Skill in safe operation and care of: fire department motor vehicles in order to drive through city traffic under normal or emergency conditions.

Licenses & Certifications: Texas Class "C" Driver's License (with exemption for heavy firefighting vehicles). If assigned to the Airport, must be certified as a Basic Aircraft Rescue Fire Fighter in compliance with the Texas Commission on Fire Protection Standards of Education within one (1) year.

Director of Personnel

Department Head

OFFICIAL